

Checklist for NOI or ANRAD Applicants - Gloucester Conservation Commission MGL, Ch. 131, Sec. 40 and the Local City Wetlands Ordinance

Plan Requirements

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| <input type="checkbox"/> Plan must be to scale | <input type="checkbox"/> Identifying Plan #s |
| <input type="checkbox"/> Plan must be dated, stamped and signed | <input type="checkbox"/> Show resource area delineation with flag numbers |
| <input type="checkbox"/> Show 100', 200', 300' buffer zones | <input type="checkbox"/> Clearly state dimensions to resource areas and buffers |
| <input type="checkbox"/> Alternatives analysis consistent with project | <input type="checkbox"/> Proposed erosion and sedimentation control measures |
| <input type="checkbox"/> Pre and post construction grades | <input type="checkbox"/> Proposed structures are clearly shown |
| <input type="checkbox"/> Existing structures are clearly shown | <input type="checkbox"/> Existing natural features such as walls, trees, etc. |
| <input type="checkbox"/> Documentation of Title 5 Compliance | <input type="checkbox"/> Location of nearby wells and septic systems |
| <input type="checkbox"/> Identifying features (accessory buildings, etc.) | <input type="checkbox"/> Signature by Board of Health representative |
| <input type="checkbox"/> Signature by Shellfish Constable (if applicable) | <input type="checkbox"/> Signature by Engineering Dept. (if stormwater applies) |
| <input type="checkbox"/> Phase II Stormwater Controls (if applicable) | <input type="checkbox"/> Signature by Harbormaster (if adjacent to coast/river) |
| <input type="checkbox"/> Restoration and mitigation (if applicable) | <input type="checkbox"/> Drainage calculations (if applicable) |
| <input type="checkbox"/> Construction or project sequence, details and narrative along with appropriate photographs of the site | |

Notification of Abutters

1. Purchase an assessors map from the Engineering Department at 3 Pond Road.
2. Bring the map to Community Development in order to obtain a Request for Abutters List. You will then be able to get your certified abutters list from the Assessors office, which is located in City Hall.
3. Each abutter must receive a copy of the completed notification form contained in this package. Mail the notification at the post office where you must receive a Certificate of Mailing for each envelope. Submit the Certificates to the Conservation Office. Notification must be mailed at least seven business days prior to the hearing.

Submit to DEP (by certified mail or hand-delivery)

- ☐ Mail the State share of the filing fee as calculated on Wetland Fee Transmittal Form to DEP, Box 4062, Boston, MA 02211. Take a copy of this check before mailing.
- ☐ Mail one copy of application and all accompanying plans along with the copy of your State filing fee to DEP Northeast Regional Office, 205B Lowell Street in Wilmington, MA 01887

Submit to Conservation Commission (by certified mail or hand-delivery)

- ☐ One paper copy ONLY of the full application and accompanying site plans.
- ☐ One 11x17 copy of the site plan.
- ☐ An electronic copy of the entire application is now mandatory
- ☐ ALTERNATIVELY
The conservation office will provide the service of converting the submitted material to electronic form for the same fee currently charged for copying services.

A total of 3 checks will be submitted to the Conservation Commission

- ☐ City share of filing fee as calculated on the Wetland Fee Transmittal Form in one check
- ☐ Local Application fee as calculated on the Local Ordinance Fee Worksheet in a separate check
- ☐ A check for \$96.00 made out to the Gloucester Daily Times for legal notice
- ☐ A copy of the certified abutters list
- ☐ Affidavit of Service
- ☐ Certificates of Mailing to the abutters
- ☐ Proof of notice to appropriate State Boards (DEP and, if applicable, NHESP, MA Division of Marine Fisheries)
- ☐ Please be advised that any and all changes or amendments to the original application submitted during the course of the public hearing (or following) must follow the above noted format.

Please note the following:

- 1) Order of Conditions Permits do not become valid until the DEP appeal period (10 business days from issuance of the permit) has passed and the permit has been recorded at the Registry of Deeds.
- 2) The cost for the legal notice is an estimate. If you over or underpay, you will be notified by the newspaper.
- 3) Do not include account information on any check copies, please black out private information. These pages become part of the public record.

Please note:

If your submittal is deemed incomplete by the Conservation Commission or Agent, the public hearing will automatically be continued until an appropriate date and time to allow complete application information to be submitted.